



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, School Finance Officials, School Data Personnel

From: Dr. John Keller, Chief Information Officer
Melissa Ambre, Director of School Finance

Date: December 30, 2021

Subject: Virtual Status Changes for Students Counted in Period 1 Membership Counts for
2021-2022 School Year

This memo outlines the process for possible adjustments to Average Daily Membership (ADM) funding for the 2021-2022 school year, in anticipation of potential action by the Indiana General Assembly, wherein the Indiana Department of Education (IDOE) may be directed to adjust the virtual status of students reported in Period I Membership Counts for the 2021-2022 school year.

In order to ensure the virtual status of students appropriately reflects the complete ratio of virtual attendance to all attendance for students certified for ADM in September of 2021, IDOE will use all of the available attendance data for the 2021-2022 school year through December 31, 2021 to revise the calculation of virtual attendance ratio. Per Indiana statute, a student is considered to be a virtual student if 50% or more of their instruction is virtual. IDOE counts all virtual attendance in the numerator and all attendance events in the denominator to determine whether the 50% virtual threshold has been reached.

How will this work? By noon on Wednesday, January 12 IDOE will post rosters of all students certified for the fall membership count along with an indicator showing if their virtual status has changed based on the available attendance data. These rosters will be posted for access by school leaders and data personnel in Data Exchange under the Certification tab for the September Submission Cycle.

For any student initially certified for Membership in September 2021, the virtual status could: 1) remain unchanged, 2) be changed from virtual to non-virtual, or 3) be changed from non-virtual to virtual. Schools are expected to review these lists of students, and if there are concerns about changes to the virtual status for any student, schools will need to work to update the attendance data for these students to ensure that the calculation reflects the complete and accurate record of attendance submitted by the school. All attendance changes through December 31, 2021 will be considered final at midnight on Tuesday, January 18, and new files will be posted by noon on Wednesday, January 19. Schools will not need to sign-off on these status changes but are encouraged to save these files for audit purposes.



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When will reconciliation occur? These calculations are being done in anticipation of legislative action which would then allow Basic Grant funding reconciliations to occur. The timing of reconciliations will be communicated once official legislative action has occurred.

Will this process allow for increases or decreases in student counts for Period 1 Membership for the 2021-2022 school year? No. No students will be added to the ADM count or subtracted from the ADM count as a result of this process.

What happens if attendance is not provided for a student certified for Membership in Period 1? Students who were funded through the Period 1 ADM count but who have no attendance records through December 31, 2021 will be considered virtual and eligible to receive funding associated with that status.

How will student mobility affect this calculation? Only attendance records from the school claiming a student for Membership will be factored into the calculation. No schools will receive new funding for students not previously certified for Membership in September 2021.

How many students will likely have a virtual status change? Based on the latest available data, IDOE is expecting about 30% of school corporations to have at least one student with a status change. We are anticipating virtual status changes to affect fewer than 10,000 students (less than 1%).

Does this calculation of virtual status have any impact on the February Membership count? No. Virtual status for the February 2022 count will be calculated based on attendance from September 18, 2021, through February 1, 2022 per Indiana statute.

If I have questions, what should I do?

Questions regarding the submission of data through Data Exchange can be submitted here <https://help.doe.in.gov/>.

Questions regarding school finance, can be directed to schoolfinance@doe.in.gov.